

TOWN OF POLK
Plan Commission Minutes
August 5, 2008
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I. Call Meeting to Order - The meeting of the Plan Commission of the Town of Polk was called to order by Chairman Willard Heppe.

A. Official Meeting Notice - Chairman Heppe reported that the notice of the meeting was sent to the West Bend Daily News, the Hartford Times Press, WBKV, WTKM, Milwaukee Journal Sentinel and posted at the Town Hall, Highway View School, Cedar Hills bulletin boards, and also posted on the Town of Polk website.

B. Roll Call - Members present: Willard Heppe, Karen Reiter, Mark Peters, Albert Schulteis, Marvin Kissinger, guest Supervisor Ted Merten, Supervisor Harold Groth, Judy Stephenson, Zoning Secretary, and John Frey, Building Inspector. Robert Roecker was excused absent.

C. Approval of minutes for July 1, 2008 - Motion made by Karen Reiter to approve the July 1, 2008 minutes. Motion seconded by Harold Groth. All voted in favor and motion passed.

II. Unfinished Business - none

III. New Business

A. Business Use application for Hallman Lindsay Paint Store to be located at 3010 Helsan Dr. in Helsan Business Park. Tax Key #T9-1068-00Z-001, Section 36, Zoned B-1 Business.

Jennifer Miller of Helsan Business Park and Adam Serafin of Inland Companies, the broker working with Hallman Lindsay on this project, spoke on behalf of the business use application. Ms. Miller stated that Hallman Lindsey is a good strong tenant and would occupy the vacant space in the retail building on the north east corner of the entrance to the intersection where Cabela's is; the west side of the building itself. She further stated that they would occupy approximately 4,000 sq. ft. Ms. Miller stated that she spoke to Chuck Ritten of the Jackson Fire Dept. and he had granted approval.

Motion made by Albert Schulteis and seconded by Mark Peters to recommend approval of the Business Use application for Hallman Lindsay to the Town Board. All voted in favor and the motion passed.

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B. Conceptual road plan for Pioneer Plaza business development, Pioneer Plaza LTD, owner, 3230 Pioneer Rd., Richfield. Tax Keys T9-1062, T9-1063m & T9-1064. Section 36, Zoned B-1 Business.

Chairman Heppe stated that he had signed a letter addressed to Excel Engineering, Inc. for the DNR which stated that Mayfield Rd. be utilized primarily for emergency vehicle traffic and limited local use. He further stated that the neighbors were not happy about the use of that portion of Mayfield Rd. as a second entrance to the business development. Discussion was held. John Frey, Town Building Inspector, stated that a Mayfield Rd. access could be used for emergency purposes only and the business development's private road could be reconfigured to come out at a different point on Mayfield Rd. than shown on the concept plan.

Allen Spaeth - 2633 Mayfield Rd. - stated that the proposed access point on Mayfield Rd. was too close to the culvert waterway on Mayfield Rd. Jeff Quast spoke on behalf of Excel Engineering and stated that the development site plan had been submitted to two departments at the DNR 45 days ago and also to Scott Schmidt at Washington County with no response yet. Karen Reiter stated that there is a water issue because the culvert that runs under Mayfield Road is too small. Chairman Heppe stated that the DNR addresses concerns about wetlands. He then asked John Kruepke what the Fire Department would do to control an emergency Mayfield entrance. Mr. Kruepke stated that he was not at the meeting as a representative of the Jackson Fire Department but a locked gate could be installed with the fire department having a key to it; also if signage is not enough to control the use of the access, it could be made a one way emergency entrance only.

Chairman Heppe stated that a weight limit would be put on the Town road to limit truck traffic as soon as the subdivision on Mayfield Rd is built up. Further discussion was held. Albert Schulteis stated that the access point could be left where it is drawn and could include a locked gate and the development owner would do any subsequent repairs needed on the road. Jeff Quast stated that this is only a concept plan with conceptual building locations but it is possible that a tenant would want to use the whole corner and that the road as presented would be more attractive to possible tenants.

Chairman Heppe asked where the proposed park and ride lot would be located. Mr. Kruepke stated that the truck lot behind Pioneer Plaza would be shrunk down to allow for a 100 space parking lot plus another future 100 space park and ride lot, if there were to be one approved at this location by the County; the park and ride details have only transpired in the last few weeks but they would not affect the proposed business development.

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Jeff Quast stated that they would like to construct the three ponds, along with the part of the road from line identified as PT7-39.86 south to Pioneer Road, this year. Chairman Heppe stated that the Plan Commission would address just the portion of the road and the three ponds tonight. John Frey stated that a CSM needs to be created for the road outlot with an adequate radius on it and he then showed Mr. Quast how to indicate it on the site plan.

Motion made by Albert Schulteis and seconded by Marvin Kissinger to recommend approval of the conceptual road plan for Pioneer Plaza business development to the Town Board with the following contingencies: 1) for phase I of the conceptual road plan the road may be constructed from the PT 7-39.86 point with a temporary cul du sac, south to Pioneer Road 2) a CSM be created with designated private road that must be shown as an outlot 3) road must be built to Town specifications 66' wide 4) private road agreement must be drawn up by Town attorney and signed 5) three ponds can be installed with Washington County and DNR approval. All voted in favor and the motion passed.

D. Multi-Jurisdictional Comprehensive Plan - Zoning Secretary Judy Stephenson stated that an e-mail had been received from Nancy Anderson - SEWRPC - that they would be mailing the first seven chapters of the Town comprehensive plan later this week and that Ms. Anderson would be available for the Town Plan Commission meeting on September 2, 2008 and/or October 7 to review the chapters, if the Town wishes. Karen Reiter asked that the Plan Commission members be given a copy of the chapters as soon as possible so there is time to review them thoroughly before the meeting. Chairman Heppe stated that the Milwaukee River Watershed study from SEWRPC also has been received, with a suggested resolution to be signed after Plan Commission members have reviewed the study.

F. Zoning Violations - Discussion was held on a report of possible violation with regard to spray painting being done at Dave Houle's auto shop on Hwy P. Motion made by Karen Reiter and seconded by Albert Schulteis to recommend to the Town Board that Chairman Heppe discuss the situation with the Town Attorney. All voted in favor and the motion passed.

Discussion held on a reported zoning violation on Fontana Beach Road and South Shore Drive from an anonymous complaint letter. Zoning Secretary will send a letter to the property owner.

IV. Other Business

- A. Correspondence - none
- B. Informational items - none
- C. Board of Appeals -none
- D. Building Inspector's Report - none

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V. Adjournment - Motion made by Harold Groth and seconded by Albert Schulteis to adjourn. All voted in favor and the meeting was adjourned at 8:35 p.m.

Respectfully Submitted,

Judy Stephenson
Zoning Secretary